

3.03.00.00 - RESOURCE MANAGEMENT - SUPPORT

3.03.01.00 General

Capital Outlay funds construction contracts, right of way capital and utility relocations for State Highway improvements. Capital Support is work required to produce Capital Outlay. Support personnel provide staff assistance for support matters concerning the Project Management Control System (PMCS), eXpert Project Management (XPM), PYPSCAN (Person Year and Project Scheduling and Cost Analysis) and Capital Outlay Support budgets. This includes performance of studies and recommendations for improvement of right of way capital outlay support in XPM, PYPSCAN, Work Estimating Norms and Work Breakdown Structure (WBS) in P&M, as well as related workload status. Also included is identifying, monitoring, and evaluating workload for R/W minor program projects, projects under construction, Hardship and Protection projects, R/W clean-up projects and preparing budget calculations used to determine capital resource needs (PYs) for current and future years.

3.03.01.01 PYs - Capital Outlay Support

XPM calculates capital outlay support PY allocations for R/W from Project Workplans. PMCS's PYPSCAN is used as a check and starting place for the development of these workplans. Detailed information on PMCS and how to access and input data into the system is contained in the PMCS Users Manual. Workplan guidelines and details on the use of XPM in the calculation of PY allocations can be found on the Project Management Intranet site.

3.03.01.02 XPM Calculations

The XPM scheduling tool uses Project Workplan information to determine the required hours by WBS code to complete a particular project. Project workplans are developed by the Regions/Districts based on the number of hours they feel it will take to complete a project. To assist the Regions/Districts in determining the hours required to produce a project, Work Estimating Norms (WEN) have been developed. Refer to the R/W Intranet site for an example of a WEN tool.

Once the Project Workplan is developed, it is submitted along with the R/W Datasheet to the Project Manager and he/she approves or rejects the plan. Negotiations with the Project Manager may occur as the parties work out an agreement of the plan and the number of hours required to complete the necessary work. Once the plan is approved, it is input into XPM through various front-end computer programs (e.g., FileMaker Pro). These front-end computer programs vary between regions/districts. PYs are then generated based on project workplan data. For a region/district to receive support resources for a given project, there must be an approved project workplan in XPM and the project must have up-to-date information in PMCS.

3.03.01.03 PMCS Calculations

PMCS is Caltrans' Project Database. PYPSCAN, which is part of the PMCS database, is used as a check of resources that are generated by XPM. It is also used as a starting place for the development of the project workplans. PYPSCAN uses project types and costs to determine the number of people (PY resources) required to complete a particular project. In PYPSCAN, PYs for R/W activities are calculated based on direct R/W workload; R/W capital dollars do not affect the calculations. Activities that are considered part of direct R/W workload are:

- Number and type of parcels
- RAP displacements
- Improvement clearances
- Condemnations
- Number and type of railroad and utility involvements

The system multiplies these quantities by built-in factors to determine the number of PYs needed for each project. The PYs are spread among R/W functions over the life of the project based on built-in lead time requirements. (See Phase II Right of Way Involvement in Project Delivery, Exhibit 3-EX-3.)

Each PMCS project file consists of several individual screens, which are divided into families as follows:

Screen Family	Subscreens
CALC	CA, DI, SI
COST	EST, FND, CAP-X, -I, -D or O, RW1-5
EVNT	ADV, RPT, DTE, RW, RW2, LND, CLR, ACT
FUNC	ADV, CAT, FAC, INT, MPO, PLN, RPT, STA, STR, TAS, WPR, & 105
GEOM	EXT, FUT
STRC	PRJ, BR, BR2
TEXT	PC, PR, SF, ST, TI
TRAF	ACC, PRJ, SEG

AGRE, PYRS, NIPS, MAKE, SCAN, CLAS, SPEC, FACT, and STIP are individual screens that do not contain subscreens.

3.03.01.04 Projects Involving Work by Others

To receive PY resources to perform oversight, the district must identify projects where personnel other than region/district R/W will do the R/W work. The region/district must properly flag these projects and prepare, submit and obtain approval of project workplans. Project workplans must be input into XPM by Project Management staff so budget personnel can identify the resources needed.

3.03.01.05 PYs on Hardship and Protection Parcels

District P&M should follow the procedures below to establish R/W hardship and protection workload.

- Early in the budget process (for example, prior to March 2001 for the 2002/03 Fiscal Year), identify projects where there is a high likelihood of encountering hazardous waste or hardship and protection acquisitions. Make an estimate of the number of parcels that may be involved on each project.
- With the help of Project Development personnel, create a project for R/W activities only by using “H” as the last digit of the EA. For example, if the master project EA is 123400, the hardship and protection EA is 12340H. Enter the necessary data on the required PYPSCAN screens and prepare, submit, and obtain approval of a project workplan. Project workplans must be input into XPM by Project Management staff so resource hours and PYs will be generated.
- After the proper data has been entered, and the project workplan submitted, request the RW PMCS Coordinator to PYPSCAN the project and add the S-0 flag. If there is any overlapping of calculated PYs between the hardship and protection project when compared to the master project, the hardship and protection project will not be valid and must be removed from PMCS and adjusted in the workplan for inclusion into XPM.
- Update data in these projects as information changes to ensure they are current.

3.03.01.06 **Reimbursable Work**

District R/W may perform R/W work on projects funded by local sales tax and be reimbursed pursuant to a cooperative agreement. The district must carefully differentiate between projects where Caltrans resources will be used and projects where costs will be reimbursed for work done by Caltrans R/W Agents. Project workplans are required for resource generation through XPM. Refer to Chapter 17 – Local Programs.

3.03.01.07 **Duties of R/W Coordinator**

Different Headquarters units use and control different project designation flags. R/W has primary responsibility for maintaining the “3” flag. District R/W is responsible for maintaining the R/W data on the EVNT RW Screens for these projects as accurately as possible.

3.03.01.08 **PYs for R/W Clean-up Activities**

Normally once a month, HQ Project Management requests that HQ R/W Planning and Management provide them with the status of post construction R/W effort. Included in the request is a list of recently completed construction projects. All the completed construction projects have an S-0 flag in PMCS (S-0 denotes either Construction Completed or Hardship and Protection workload). After HQ P&M receives this request, they will notify the regions/districts that these construction projects are complete and request that they identify which projects on the list have post construction R/W work and require the retention of the S-0 flag. Region/district must provide this information to HQ P&M in a timely manner. HQ P&M then compiles a statewide list and forwards it to HQ Project Management. Projects not on the list will have the S-0 flag removed and will be closed for post construction resources by HQ Project Management.

To receive resources for post construction R/W work, the regions/districts must have the following items:

1. An Approved Project Workplan in XPM
2. Up-to-date PMCS information
3. An S-0 flag in PMCS

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